

DDA SUBJECT FILE COPY

19 April

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

MAIL + COURIER BRANCH STAFFING

FROM:

D/L

EXTENSION

NO.

DD/A Registry

DATE

88-0897X

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EXA
A/DDA

26 APR 1988

CIS

2.

DDA 27 APR 1988

RHK

3.

D/L

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1/2: The attached memo is in response to your query regarding future staffing for the Mail + Courier Branch. As you will note we have undertaken a "full court press" in acquiring new COD's for that unit and we are also expediting our contract with Ogden - Allied. We are also making a concerted effort to streamline this function as much as possible via automation.

STAT

DD/A Registry
88-08977X

C O N F I D E N T I A L

19 April 1988

MEMORANDUM FOR: Director of Logistics

VIA: Chief, Facilities Management Division

FROM: Deputy for Services

SUBJECT: Mail and Courier Branch Staffing

Per our conversation today, I have reviewed Mail and Courier Branch (M&CB) staffing in terms of where we are today and projections for the future. The t/o for M&CB is

25X1

[redacted] positions are currently filled by staff employees. Two (2) individuals have received employment commitments outside M&CB (one from DDS&T/OTS and one from OL/P&PD) and may leave at any time. The loss of the two (2) couriers will be offset by the entrance on duty of two (2) new couriers scheduled for 28 April 1988. With the current Ogden Allied augmentation of six (6) people, M&CB will be within 6 of full t/o by 1 May 1988.

Two variables may affect future staffing. The first, and potentially most important, is the number of personnel that will elect to leave M&CB when their one year commitments are completed in November 1988. The second is the affect of meeting requirements in the new headquarters building when components gradually start to occupy the building this summer and fall.

Virtually everyone, except the M&CB front office and recent new hires, are eligible to rotate. It is unlikely, however, that long term personnel will choose to rotate. Those with short service in M&CB may elect to leave.

Action is currently underway to "over staff" M&CB to insure that the loss of personnel in November and new building requirements are transparent to our customers. First, the critical category designation for hiring M&CB personnel has been moderately successful and will likely continue to produce eod's for M&CB. Based on the current trend, M&CB will be at, or slightly over t/o for staff officers in November. M&CB is also in the process of interviewing additional Ogden Allied personnel with plans to hire up to seventeen (17) people over the next several months. The infusion of the additional Allied personnel will provide the cushion needed to mitigate the loss of staff personnel in November.

25X1

QUALITY SERVICE IS OUR GOAL

C O N F I D E N T I A L